

COMMISSION ON AGING MEETING

February 18, 2013

Chairman Teichmiller called to order the regular meeting of the Commission on Aging Committee at 9:07 am, on February, 2013, at Vilas County Commission on Aging office conference room, Eagle River, Wisconsin

Present: Teichmiller, Hayes, Nielsen, Briggs, Main, Proven, and Wise. Member Excused were Montgomery, Jensen, and Radtke. Staff present was Richmond and Rein. Also present Pam Parkkila, ADRC of the Northwoods and Janna Kahl, Human Resources Director.

Approve Agenda: Agenda has been properly posted. Nielsen moved and Hayes seconded to approve the Agenda as mailed.

Approve Minutes: There was a motion to approve the Minutes of the Regular Commission on Aging Meeting of January 11, 2013 by Nielsen with a second by Proven. Carried.

Agenda Item #4 Report of the Greater Wisconsin Agency on Aging Resources:

- There was no report from GWAAR in the packet this month.
- The contracts have been signed by Hayes to avoid any conflict of interest with Teichmiller sitting on the GWAAR board.
- Teichmiller mentioned that the next GWAAR Board meeting will be held on February 22, 2013 in Stevens Point.

Agenda Item #5 Program and Committee Reports

Directors Report:

- Richmond thanked Pam Parkkila, Regional Director for the Aging and Disability Resource Center of the Northwoods for attending the meeting.
- Richmond mentioned that the County did hire Susan Corrieri as the Elder Benefit Specialist. Corrieri will be attending the new Elder Benefit Specialist training in March in Madison. Richmond stated that Rebecca Gleason has been hired for the Administrative Secretary Position. The start dates for both Corrieri and Gleason have not been determined because their current positions needed to be filled.
- Teichmiller mentioned that both Corrieri and Gleason are well qualified, have good educations, and are quick learners. Richmond feels that both might start in April.
- Richmond was contacted by Marianne, Department of Transportation (DOT), about giving a presentation at the nutrition sites about Senior Driving, the new Renewal Process, and Disabled Tags.
- Richmond mentioned that Wisconsin Aging Network (WAN) has been working on advocacy papers. Richmond will be forwarding this information to the committee through e-mails. One project that is being worked on now is the Transportation Bill, MAP-21. This is a Federal funded program, the 5310 grant has been combined with the New Freedom Grant which contains the Mobility Management portion. This means that the rural areas will get less funding. Richmond mentioned that the State would like to have Counties work together on regional transportation. Discussion was held.
- Info packet was distributed. If you would like any information from here, please put your initials at top.

Friendly Visitors/Family Caregiver Support:

Rein reported:

- Rein reported that in January, 6 families called, with two families completing the paperwork to receive In Home Support Worker Referrals. Rein mentioned that the numbers of people requesting help increased from 2011 to 2012.
- Rein mentioned that a Stepping On Fall Prevention Workshop is being planned for March 18, 2013 in Eagle River.

- Rein talked about the Caregiver Alliance of the Northwoods and the activities planned.

ADRC:

- Parkkila spoke about the ADRC of the Northwoods. She highlighted the information that was in the Vilas County Newsletter. Parkkila mentioned all the Information Specialists have completed the functional screen training. Also, the ADRC is working on the Aiming for Excellence project where the group is looking at the follow up policy for the customers. Next, Parkkila mentioned that the group has kept data since September and have received about 3,000 contacts. Finally, Parkkila talked about the upcoming marketing campaign.

Agenda item 8 Closed Session

- Janna Kahl, Human Resources Director, arrived at the meeting.
- Teichmiller explained the 360 evaluation process for Richmond.
- A motion to go into closed session, pursuant to Wis. Stat, Section 19.85 was made by Hayes and seconded by Proven. Roll Call was made to go into closed session, Hayes, Yes; Proven, Yes; Main, Yes; Briggs, Yes; Teichmiller, Yes; Nielsen, Yes.
- A motion to go back from closed session was made by Hayes and seconded by Main. Carried
- A motion was made to approve the Directors performance review by Nielsen and seconded by Proven. Carried

Agenda Item #5 Program and Committee Reports Continued

Chore:

Kapke reported:

- 18 Households, 119 hours reimbursed at \$2,688.20 for the month. Balance of the program is \$22,311.80
- Richmond mentioned that the year end statistics are included in the report.

Alzheimer's:

- Richmond mentioned that the year end statistics are included in the report.
- Hayes mentioned that he was in contact with a physician who stated that he needed to have more information about services available for patients. Discussion held.
- Hayes suggested that on the bottom of the Alzheimer's report that information be provided on how information is shared with the physicians about this program.
- Proven started a discussion on advocating for people with Alzheimer's disease and working with Veterans.

Escort:

- Richmond reported: 24 clients, 127 hours and more than 4088 miles were driven. Total expense \$2,323.96. Income year to date is \$984.91.
- Richmond commented on the increase in clients using this service.
- Richmond mentioned that there was a person who contacted the office about a ride, not because they did not have a vehicle but because they did not have funds to pay for gas. Richmond is not sure that is the best use of Transportation Funds. This person did not receive a ride because they were eligible for Logisticare Services. Briggs mentioned that the Salvation Army might be able to help with this type of situation in the future.
- Teichmiller mentioned that the Transportation budget might be cut next year and the group needs to advocate having it continue. Teichmiller strongly feels that the Human Resources Director and the Financial Manager need to attend a full meeting to understand what we do for the taxpayers. Richmond will send a personnel invitation to the meeting.

Nutrition:

- Richmond reported: 1499 meals were served in January. Total expense for the month was \$14,338.33. Income year to date: \$4,258.60.
- Richmond reported that on Tuesday the UW-Extension office will be giving a presentation to the More Than A Meal Café to help increase the numbers. Richmond stated that the numbers have been steady.
- Richmond distributed the Nutrition News from GWAAR
- Richmond mentioned that the Phelps site is growing. The participants from the Arthritis Exercise Program have been attending lunch after they get done working out.
- Discussion was held about the donations for the meals.

Elderly Benefit Specialist:

- Richmond mentioned that the numbers were down on the report because Williams is working part time. Richmond feels that the numbers will increase once Corrieri begins.
- Richmond stated that Williams is working 4 days a week and has been fielding several calls from clients that have problems with their Medicare Part D plans.
- 43 individuals were served with 57 separate and distinct issues.
- Financial impact was \$91,959.

Agenda Item #6 Old Business

Monthly Expense Report

Financial Report

- Richmond reported that the financial report looks different because all the account numbers have been changed. Hilger, Financial Manager, has grouped the grants funds together.
- Teichmiller asked if the ADRC Administrative Supervisor costs could be added to the ADRC budget.

Agenda Item #7 New Business

Travel Requests

- Travel Request sheet was distributed.
- A motion to approve the travel request sheet was made by Wise with a second by Briggs. Carried.

Approval of New Board Member Request

- Richmond read a letter from Audrey Sterns requesting to become a member of the Commission on Aging Committee.
- A motion was made to forward the request to the County Chairman by Nielsen and seconded by Main. Carried

Request for Office Equipment:

- Richmond mentioned that once the Administrative Secretary starts that Kapke will move to the front office and be the back up to answering the phones. Richmond would like to have the expansion module placed on Kapke's phone. The cost would be \$350 and will be covered by grant funds.
 - A motion was made to purchase the expansion module by Briggs and seconded by Wise. Carried
- Richmond requested that a speaker bar be installed on the monitor in the conference room so that sound can be used for presentations. That cost is \$568.50 for the equipment and installation.
 - Motion to purchase the speaker bar and have it installed was made by Hayes with a second by Nielsen seconding. Carried.

SHIP Award Grant

- A motion to approve the resolution, previously discussed at last month's meeting, for the SHIP Award Grant of an additional \$3,000 was made by Hayes and seconded by Nielsen. Carried

Approve 2013 GWAAR Contract

- Richmond explained that GWAAR gives a portion of the grant money out through July 1st and then the rest of the funds are distributed through the remainder of the year.
- A motion was made to approve the signing of the GWAAR grant for \$280,334 by Briggs and seconded by Proven. Carried

Approval Request for the DOT funds from Phelps

- Richmond explained that each year the vehicles need to be inspected. This year the Phelps bus needed new rear tires and the tires were purchased. The club is requesting Trust Funds to pay for the repair costs of \$512.59. Richmond is recommending that the costs be paid out of the Trust.
 - A motion to pay for the rear tires for the Phelps bus out of the Trust Fund was made by Nielsen and seconded by Proven. Carried

Agenda Item #9 Public Comment

- None

Agenda Item #10 Letters and Correspondence

- Richmond read a letter from an escort client, thanking the Commission on Aging for the ride

Agenda Item #11 Review of Vouchers:

- Richmond explained the new procedure that lists the expenses and the board members are asked to review and sign the form.
 - A motion to approval the vouchers was made by Nielsen and seconded by Hayes. Carried

Future Meeting Date:

Friday March 8, 2013 at the COA/ADRC Building at 9:00 am

Meeting adjourned at 11:20 a.m. made by Briggs and seconded by Main. Carried.

Minutes reflect the recorders notations and are subject to approval by the appropriate board or committee.

Submitted by:

Approved by:

Amie Rein
Reported

Susan Richmond
Director